

Endnotes and Bibliographic Entries

Endnotes

Do not place references in parentheses. You must use endnotes instead. Use the footnote option under the Insert Menu in Word or WordPerfect. Single space within each endnote, but double space between endnotes. The first line of each endnote should also be indented. If you use Microsoft Word, you will need to move the cursor to the left of the endnote number and depress the tab key in order to indent the endnote.

Sample endnotes

1. Books

The most common form of endnote is for a book written by a single author:

¹Armstrong Starkey, *European and Native American Warfare, 1675–1815* (Norman: University of Oklahoma Press, 1998), 32.

Once you have given a complete reference to a source in a endnote, you may use an abbreviated form of reference when citing the same source in later endnotes:

²Starkey, *European and Native American Warfare*, 10.

For books that contain several essays by different authors, indicate the editor, the author, the chapter title, and the title of the book in which the chapter or essay appears:

³Geoffrey Parker, “The ‘Military Revolution, 1560–1660’—A Myth?” in Clifford J. Rodgers, ed., *The Military Revolution Debate: Readings on the History of Early Modern Europe* (Boulder, Colo.: Westview Press, 1995), 38.

All subsequent references to this source would take the short form:

⁴Parker, “Military Revolution,” 37.

For books that have been translated from another language by someone other than the author, indicate both the author and the translator:

⁵ Hans Jacob Christoffel von Grimmelshausen, *The Adventures of a Simpleton* (*Simplicius Simplicissimus*), trans. Walter Wallich (New York: Frederick Ungar Publishing Co., 1962), 25.

2. Newspapers

A citation to an article in a newspaper must include the day, month, and year of the newspaper. The endnote should include the title of the article and name of the author, if known. It is not necessary to give the page number on which the article appears.

⁶“Sixth Big Warship Is Ordered by Navy: Contract Is Let to Camden Concern for the 35,000 Ton *South Dakota*,” *New York Times*, 2 December 1938.

3. References to articles in other periodicals, that is, magazines and journals that are published accordingly to a regular schedule, should include the author's name, title of the article, title and volume number of the periodical, and the page number or numbers to which the citation refers:

⁷Park Benjamin, "Concerning Hazing at the Naval Academy," *The Independent* 11 (December 1900): 101–105.

4. References to unpublished sources should be as complete as possible in order to help the reader find the source you are citing with a minimum of difficulty.

⁸Midshipman David Rodriguez, "All Stiff and New and White: A Study of Bancroft Hall," unpublished paper, U.S. Naval Academy, 23 April 1986, in Vertical File: United States Naval Academy, Buildings and Grounds, Bancroft Hall, Special Collections, Nimitz Library, United States Naval Academy, Annapolis, Md.

⁹U.S., Department of the Navy, Ship Data Section, Public Information Division, Office of Public Relations, "History of the USS *South Dakota* (BB 57)," in Special Collections, Nimitz Library, United States Naval Academy, Annapolis, Md.

¹⁰Admiral John Doe to Midshipman Bill Earnest, 22 April 2000, in Vertical File: Miscellaneous Correspondence of Midshipmen, Special Collections, Nimitz Library, United States Naval Academy, Annapolis, Md.

5. References to the internet should include the name and, if known, the author of the website, the date the website was used, and the u.r.l. of the website.

¹¹William R. Roberts, "HH382 Course Guidelines, Spring 2000: Endnotes and Bibliographic Entries," <http://www.nadn.navy.mil/Users/history/wroberts/hh382/endnotes.html>, viewed on 12 September 2000.

Bibliography

If you use sources that do not appear in your endnotes, you should add a separate page with the title Bibliography at the end of your paper. Bibliographic entries include all of the information contained in endnotes except page numbers. To help the reader, the information in bibliographic entries is arranged differently, however. Note carefully how the author's name is listed (last name first) and the punctuation used in the examples below. The entries in a bibliography are alphabetized by the first letter of the entry, not counting "a," "an," or "the." The first line of each

entry should begin at the left margin; all other lines in the entry should be indented. Single space within each bibliographic entry, but double space between entries.

Sample bibliographic entries

Benjamin, Park. "Concerning Hazing at the Naval Academy." *The Independent* 11 (December 1900): 101–105.

Grimmelshausen, Hans Jacob Christoffel von. *The Adventures of a Simpleton (Simplicius Simplicissimus)*. Translated by Walter Wallich. New York: Frederick Ungar Publishing Co., 1962.

Parker, Geoffrey. "The 'Military Revolution, 1560–1660'—A Myth?" In *The Military Revolution Debate: Readings on the History of Early Modern Europe*, edited by Clifford J. Rodgers. Boulder, Colo.: Westview Press, 1995).

Starkey, Armstrong. *European and Native American Warfare, 1675–1815*. Norman: University of Oklahoma Press, 1998.

U.S. Department of the Navy. Biographies Branch. Office of Information. "Admiral Henry B. Wilson, Deceased." 16 May 1962. Special Collections. Nimitz Library. United States Naval Academy. Annapolis, Md.

Wilson, Henry B. Scrapbooks. United States Naval Academy Museum. Annapolis, Md.